

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Clerk's Office	CLASSIFICATION:	045
SUPERVISOR:	County Clerk	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GENERAL STATEMENT OF DUTIES: Perform specialized clerical duties in the Clerk's Office. Ensure recording process and procedures comply with state statues, regulations and rules, Preservation and custody of official documents, licenses and records. Serve as Deputy County Vital Statistics Registrar. Manage the passport program for the Clerk's office. Assist and train staff on equipment, software, and various procedures and rules. Act in the capacity of the County Clerk in the County Clerk's absence. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Administer vital statistics records, including receipting, receiving, signing and registering documents. Confer with other employees, state and medical contacts and other agencies regarding vital statistics records. Maintain records and confidential documents. Prepare and issue certified records as needed.

Post and balance cash receipts to journals.

Prepare various reports as needed, including statistical figures for budget preparation and unclaimed funds for State Land Board.

Serve as clerk to the Board of Property Tax Appeals. Review petitions for completion and accuracy. Prepare and distribute worksheets for each petition. Attend BOPTA meetings and prepare minutes. Prepare, publish and post public notices. Record BOPTA actions in the Commissioners' Journal.

Determine, review, verify, and record a variety of documents, including plats, subdivisions, deeds, mortgages, and liens; ensure they meet recording requirements and follow Administrative and State Statutes. Reject documents which fail to meet requirements and return to customer to make corrections. Index and proof documents for completeness and accuracy. Mail original recorded documents to customers. Documents are recorded in person, via mail or e-recorded. Export documents daily to Technical Imaging for use by Title Companies.

Digitally archive recorded documents yearly, submit for transfer to film, then file film with Oregon state archives.

Type and edit correspondence, memos, reports for department.

Answer phones, greet customers and direct inquiries to appropriate area.

Research and locate documents for the general public and/or assist the general public in locating and researching records. Demonstrate operation of microfilm viewer and other public use equipment. Make copies as requested.

Perform research on a variety of unique or complex issues including research involving related statutes and administrative rules; interpret pertinent laws and regulations.

Issue various licenses obtainable through County Clerk's office.

Schedule and coordinate marriage ceremonies, including preparing and processing documentation. Prepare and provide packet with miscellaneous information for the couple.

Collect appropriate fees and issue receipts.

Manage the Passport program. Prepare and submit certification to Regional Passport Agency. Process passports, Review passport applications processed by staff for accuracy and completeness. Prepare submittal forms; send to appropriate passport agency; and track and record delivery of each package. Maintain up to date forms. Answer and assist public with questions and issues that may arise. Educate public of the process, Train staff, on any new procedures or requirements.

Calculate, prepare and submit passport production report to Department of State. Meet with Department of State every two years to ensure the Clerk's office is in Compliance.

Manage the operations of the Clerk's office which can include but is not limited to, equipment, various computer programs, maintaining office supplies, etc.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position. May be involved in the training and orientation of other departmental personnel.

SUPERVISION RECEIVED: Work under the general supervision of the County Clerk who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation plus additional specialized training in the accounting or secretarial fields. At least three years secretarial/accounting work experience in a real estate, title or similar field with at least two years of experience working with the recording of records for a governmental agency and at least six months' prior working experience in

the County Clerk's Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of elementary accounting, office procedures, laws, regulations and practices affecting public records. Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to read and understand correctness/completeness of a variety of documents presented for recording. Ability to make accurate mathematical and accounting calculations. Ability to maintain the confidentiality of records encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***